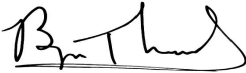


**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or case in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

Chapter 6	Number 29	Effective Date 08/03/10	Review Date 2013
Subject ALERTS IN PISTOL			☒ New Order ☐ Replaces
References City of Richmond Municipal Code Section 26-382; §26-484; §§66-491 – 66-496 State of Virginia Code Section 18.2-51.1, §18.2-57 (C), §18.2-258, §§18.2-460(A) (B) General Order 1-06, Search and Seizure, 6-02 Incident-Based Reporting (IBR), 6-15 Policing Playgrounds, Parks and Restricted Use of the James River CALEA 42.1.5a, 42.1.5b, 42.1.5c, 43.1.1a			
		08/03/10	
Chief of Police or Designee		Date	

I. PURPOSE

The purpose of this directive is to establish the policy and procedure for the entry, modification and deletion of alerts on individual name records in the Department's Records Management System, also known as PISTOL RMS.

II. POLICY

It is the policy of the Department that certain employees will have the ability and authorization to enter specific alerts on individual name records in PISTOL based on the criteria and guidelines set forth in this directive and that such alerts will be available to field personnel who come in contact with the respective individuals. The Richmond Commonwealth's Attorney's Office also maintains access to PISTOL RMS records in order to ensure the success of a coordinated career criminal approach. It is imperative that such alerts on name records only be entered pursuant to the applicable guidelines to maximize officer safety while at the same time protecting the rights and liberties of individuals.

III. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this general order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

IV. DEFINITION

- A. **ALERT** – An automatic notification placed on the name record in PISTOL that warns the officer(s) of some specific affiliation, possible activity or circumstances in the

individual's past. The alert is designed to provide the officer(s) with information necessary for certain enforcement action or to protect the officer's personal safety in any encounter with the individual. Officers shall be aware that an alert may not be the sole source or justification for a subject's arrest.

- B. INCIDENT-BASED REPORT (IBR) – The IBR provides for the recording of information describing the incident, offense, a public and officer narrative, victim, suspect, vehicles, and property. Virginia State IBR Guidelines determine the offense classification(s) and types of information required based on the circumstances of the incident. [Refer to General Order 6-2, Incident-Based Reporting (IBR).]
- C. PISTOL RECORDS MANAGEMENT SYSTEM (PISTOL RMS) – Application and database used to collect data to include incidents, arrests, summons, accidents, field contacts, case management, probation and parole, pawn and name records. PISTOL RMS also holds Internal Affairs data to include citizen complaints, use of force, fleet vehicle accidents, injuries and pursuits. It may also include employee data, fleet vehicle and officer equipment data.
- D. VIOLENT CRIME IMPACT TEAM (VCIT) – Joint initiative combining the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), the Virginia State Police and the Richmond Police Department (RPD) resources to target violent offenders in specified geographic areas. The targeted areas are based on crime trends and are subject to re-designation.
- E. TARGET ENFORCEMENT ZONE (TEZ) – A public area that has been designated by the Chief of Police as a location that is the site of repeated and documented illicit prostitution activity. (Richmond City Codes § 66-491 through 66-496)

V. PROCEDURE

The following alerts exist within the PISTOL system. For each alert, the below criteria (individual[s] authorized to approve the alert and enter the information into PISTOL; standards required for an individual to have the alert attached to his/her name; time frame that the alert may remain in PISTOL) exist and must be adhered to:

- A. Assaulted Police Officer – Any reporting officer, detective or data entry personnel may place this alert if an individual: (a) is the offender/suspect reported in an Incident Based Report (IBR) for simple or aggravated assault where the victim is a law enforcement officer (b) is arrested for this offense or (c) has warrants on file for this offense. (*See Code of Virginia §18.2-57(c) and 18.2-51.1.*) In the notes field, the person entering the alert shall include the IBR number on which the alert is based and, if applicable, offense, offense description, arrest or warrant date and the arrest or warrant number. This alert may remain in PISTOL indefinitely.
- B. History of Resisting Arrest – Any reporting officer, detective or data entry personnel may place this alert if an individual: (a) is the offender/suspect reported in an IBR for Resisting Arrest, (b) is arrested for this offense and/or (c) has warrants on file for this offense. (*See Code of Virginia 18.2-460 [A] and [B]*). In the notes field, the reporting officer shall include the IBR number on which the incident is based and, if an arrest is made, the name of the offense and the arrest/warrant number. This alert may remain in PISTOL indefinitely.

- C. Infectious – Any reporting officer or detective may place this alert if an individual is the offender/suspect reported in an IBR or Field Interview Report (FIR). The relevant IBR number and the specific communicable disease must be stated in the notes field. (Any infectious alert placed as a result of a subject's self-reporting shall indicate, in the notes section, that the information has not been verified.) This alert may remain in PISTOL indefinitely.

NOTE: The most prevalent infectious diseases which pose a threat to Department personnel are HIV/AIDS, Meningitis, Tuberculosis, Herpes and Hepatitis.

- D. Mentally Unstable – Any reporting officer or detective may place this alert, noting the relevant IBR number, if an individual is the offender/suspect reported in an IBR or FIR. The placement of this alert must correlate with an incident of mental instability associated with an emergency commitment or temporary or permanent detention for mental health treatment. This alert may remain in PISTOL indefinitely.
- E. Narcotics Seller/User – Any reporting officer or detective may place this alert if an individual is the offender/suspect reported in an IBR which cites that individual's: (a) use or distribution (sale) of narcotics, (b) arrest for these offenses and/or (c) warrants on file for these offenses. If the individual has been arrested for such offense(s), the reporting officer shall enter an expiration date that is seven (7) years post incident. If the individual has not been arrested at any time following the incident, such alerts shall be reviewed and purged seven (7) years from the entry date by the RMS Unit.
- F. Probably Armed – Any reporting officer, detective or data entry personnel may place this alert if an individual: (a) is the offender/suspect in an IBR in which he/she is identified for weapons law violation(s), (b) is arrested for a weapon possession offense, (c) has warrants for an offense relating to the possession of a weapon and/or (d) is otherwise known to law enforcement to be armed. It is mandatory that the Department member entering this alert, document in the notes field his/her reason(s) for creating the alert. This alert may remain in PISTOL indefinitely.

NOTE: If an individual is in possession of a valid Concealed Weapons Permit, the reporting officer shall place any pertinent information in the notes field and not create an alert based solely on the permit carrier.

- G. Other (Describe in Narrative) – Any reporting officer, detective or data entry personnel may place this alert but shall state in the narrative the reason for the alert and the requested action to be initiated by any other officer having contact with the individual. The reporting officer shall enter an expiration date. On that date, the alert shall be reviewed. The reporting officer may request that the alert be purged by the RMS Unit or he/she may request that it be issued a new expiration date. The alert shall be reviewed again at that time.
- H. Notify Detective upon Arrest or Contact – Any assigned detective or his/her supervisor may place this alert in PISTOL if the detective requests notification upon the arrest of an individual and/or whenever any officer has contact with the individual. The detective shall enter an expiration date. On that date, the alert shall be reviewed and purged by the detective or he/she may issue a new expiration date and the alert shall be reviewed again at that time.

- I. TEZ (Target Enforcement Zones) – Warrant and Information Services Unit (Information Desk) personnel shall place this alert upon receipt of a Zone Restriction Order which names the individual as an offender/suspect. The TEZ alert shall include its effective and expiration dates. The Information Desk shall be responsible for ensuring that the actual Zone Restriction Order is scanned and attached to the PISTOL record. Any exemptions shall be listed in the “Notes” section. The RMS Unit shall be responsible for purging such alerts.
- J. Cooperative Violence Reduction Program (Call-In Target) – Any Department member assigned to the Call-In program, in addition to Department of Corrections, Probation and Parole – District One personnel, may place this alert when notified that the subject is a participant in a Cooperative Violence Reduction Program (CVRP) sponsored Call-In program. Each month, the Department staff person serving as the liaison to CVRP shall compare PISTOL records to the District One active call-in target list and notify the RMS Unit who will purge such alerts if the individual is no longer a target.
- K. Six Points Tier 1 Program – Any Special Investigations Division (SID) officer may place this alert if the individual is identified in a Richmond Six Points program as a Tier 1 target (Low risk, non-violent targets on whom there is no intelligence regarding involvement in serious criminal activity. These targets attend a Six Points Call-In program.). The expiration date in RMS shall be the date identified as the sentencing order as the date on which the individual’s charge will be dismissed by the Court.
- L. 4th Amendment Rights Waiver – Any Special Investigations Division (SID) officer may place this alert if the individual is named on a Fourth Amendment waiver received from the Commonwealth’s Attorney’s Office. SID will ensure that the actual waiver form is attached in PISTOL to the respective name file. The hard copies of the waivers will be delivered to the Information Desk, placed on file and logged. The RMS Unit shall ensure that the alert is purged in accordance with the expiration date. (Refer to General Order 1-6, Search and Seizure).
- M. Broad Street Corridor Ban – Any reporting officer, detective or assigned personnel designated by the respective Area Operations Major, may place this alert if notice is received from the Commonwealth’s Attorney’s Office naming the individual as banned from the designated Broad Street area. The employee placing the alert, in coordination with the Commonwealth’s Attorney’s Office, shall be responsible for ensuring that the court order and plea agreement supporting this ban are attached in PISTOL to the respective name file. The RMS Unit shall purge the alert in accordance with the expiration date.
- N. Banned from Public Parks – Any reporting officer, detective or data entry personnel may place this alert if an individual is in current violation of Richmond City Code §26-382 and has received an Exclusion From Any City Recreation Site Form (PD-117) or has been arrested on site. This alert shall be purged by the RMS Unit following the expiration of the exclusion date indicated on the PD-117 or upon written notification from the Director of Parks, Recreation and Community Facilities indicating the exclusion has been rescinded. (See General Order 6-15, Policing Playgrounds, Parks and Restricted Use of the James River.)
- O. Other Barment Notice – Any reporting officer, detective or data entry personnel may place this alert if an individual is the subject of a private property owner’s official

letter/notice or form and/or has received an officer's instruction barring this individual from the owner's stated property. This alert may remain in PISTOL indefinitely. The RMS Unit shall be responsible for periodic review and purging the alert from PISTOL.

- P. RRHA Barment Notice on File – Any reporting officer, detective or data entry personnel, designated by the respective Area Operations Major, may place this alert if an individual is the offender/suspect of Richmond Redevelopment and Housing Authority's (RRHA) official notice or has received instruction from either an RPD or RRHA officer barring this individual from any RRHA property. This alert may remain in PISTOL indefinitely. The RMS Unit shall be responsible for monthly reviews to determine if the named individual remains on RRHA active barment records and purging this alert.
- Q. Sex Offender – Any reporting officer, detective or data entry personnel may place this alert if an individual is currently listed in the State of Virginia Sex Offender Registry. This alert does not require an expiration date. It is **mandatory** that the Department member entering the alert document in the NOTES field his/her reason(s) for creating the alert. Newly entered sex offender alerts shall be confirmed by the RMS Unit.
- R. Truancy Repeater – Any data entry personnel may place this alert if an individual is identified by a truancy officer as a repeat truant on the Truancy FIR. The expiration date shall be entered as the date the offender reaches the age of eighteen (18). The RMS Unit will be responsible for purging the alerts upon expiration.
- S. Serious Habitual Offender Comprehensive Action Program (SHOCAP) Juvenile – FIR Required – The RMS Unit personnel may place a SHOCAP alert. This alert is placed on the name record of a juvenile currently participating in SHOCAP. The RPD SHOCAP Committee member will provide the RMS Unit with name records that require this alert. (The RPD SHOCAP Committee member is currently the Captain of the Community, Youth and Intervention Division.) SHOCAP alerts shall be purged by the RMS Unit upon expiration or sooner if the juvenile completes or is terminated from the program. Notice of a juvenile's completion or termination from the program will be provided to the RMS Unit by the RPD SHOCAP Committee member.

IV. FORMS

- A. PD-117, Exclusion From Any City Recreation Site
- B. Field Interview Report
- C. Incident Based Report (IBR)